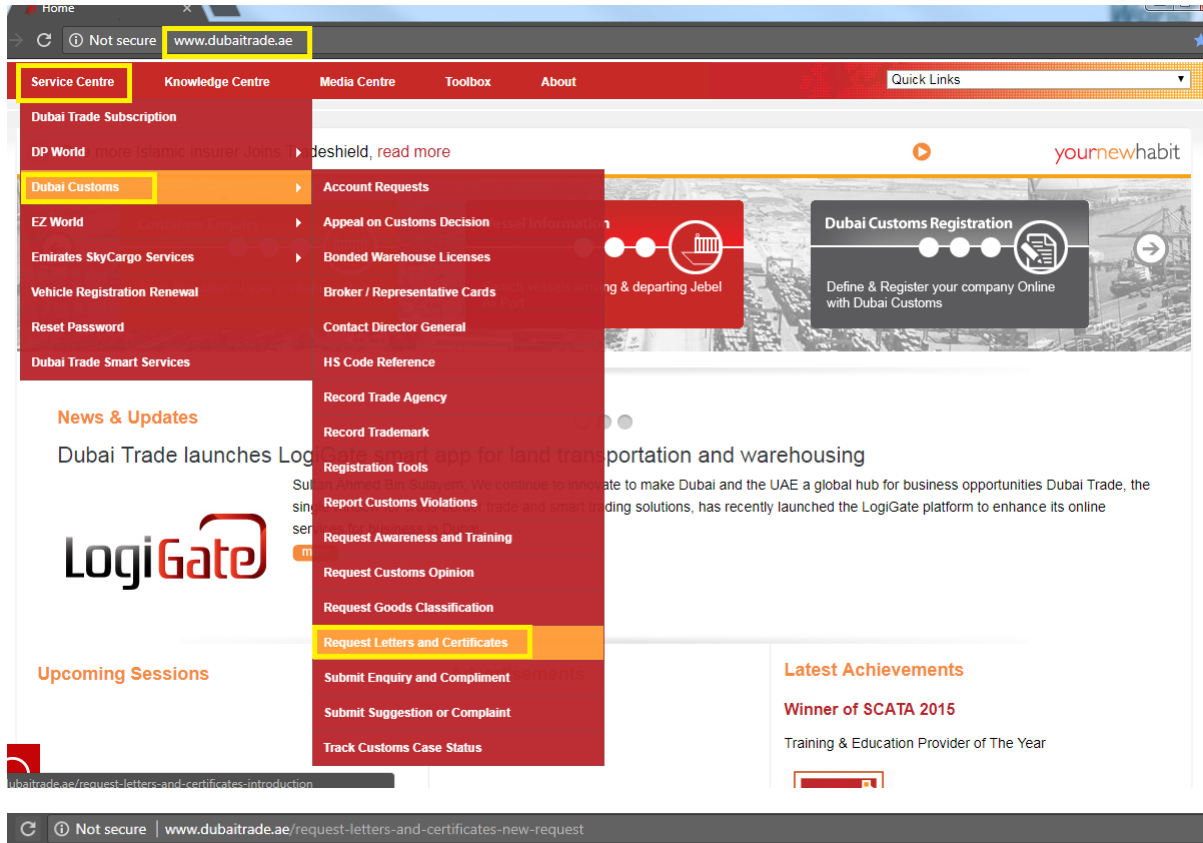


## How to apply VAT Registration Letter

1. Go to [www.dubaitrade.ae](http://www.dubaitrade.ae)
2. Click on Service Center
3. Click on Dubai Customs
4. Click on [Request Letter and Certificates](#)
5. Click on [New Request](#)



Request Letters and Certificates Introduction   **New Request**   Enquiry   Amend   Cancel

### Request Letters and Certificates

**Basic Information**

Service Name *	Request Letters and Certificates	Service Description	
Service Type *	Please select Service Type	Service Type Description	
Requirements		Name *	
		Company *	
		Contact Person *	
Email *		Phone	Enter Phone No. in 00971-XX-XXXXXXX format
Mobile *	Enter Mobile No. in 00971-XX-XXXXXXX format	Fax	Enter Fax No. in 00971-XX-XXXXXXX format
Subject *		Description *	
Verification Code *	Lebba		

**Attachments**

Choose File	No file chosen	Choose File	No file chosen
Choose File	No file chosen	Choose File	No file chosen
Choose File	No file chosen	Choose File	No file chosen

\* Attachment might not work on some mobiles

1. Select from the Drop Down : VAT Registration Letter

Service Type \* VAT Registration Letter ▼

2. Enter the Business Code: - AE-XXXXXXX

Business Code \*  

3. Enter the License Number which is mentioned on the Trade License Number

License Number \*

4. Select the License Issuing Authority as per your Trade License

License Issu. Authority \* Please select License Issuing Authority ▼


5. Enter the Contact Person name (Courier to contact once the Letter is Ready for Delivery)

Contact Person \*

6. Enter the e-Mail where you can be communicated in order to get more information if required

Email \*

7. Enter the Mobile Number for the Contact Person (Courier to contact once the Letter is Ready for Delivery)

Mobile \* Enter Mobile No. in 00971-XX-XXXXXXX format 

8. Enter the Subject as: VAT Registration Letter

Subject \*

9. Enter the Shipping Address where courier has to deliver the VAT Registration Letter once ready for Delivery

#### Shipping Address

- This shipping address will be used by courier to deliver the required VAT Registration letter
- Additional charges will be collected when receiving the letter, depending on the shipping address location

Address \*  city, street No. building no... 

## 10. Attach the Required Documents as mentioned in the Screen

### Attachments

#### NOTES:-

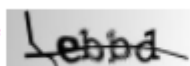
- Please reduce the file size and upload the documents. The total files size should not exceeds 5MB.
- Letter from the company that state the customer business code
- Passport copy of the owner or authorized person
- Trade License Copy



\* Attachment might not work on some mobiles

## 11. Enter the Verification Code which is displayed in your screen

Verification Code \*



## 12. Click on Submit (Request will be submitted and you will be given the Submitted Request Details)



## 13. Click on Complete Payment

Not secure | www.dubaitrade.ae/request-letters-and-certificates-new-request


### Request Letters and Certificates

Thank you for contacting us! Your payment is pending, kindly use the R01249-39616 reference number for future tracking purpose. ✕

Reference No	R01249-39616	Request Status	Payment Pending
		Service	Request Letters and Certificates
Service Type	VAT Registration Letter	Service Type Description	This service allows customers registered with Dubai Customs to request issuance of Letter for VAT registration purposes
License Issu. Authority	Department of Economic Development - Dubai	License Number	635901
		Name	Test Reject
Company	Vitatree	Contact Person	Test
Email	Test@test.com	Phone	
Mobile	00971-55-1234567	Fax	
Subject	VAT Registration Letter	Address	Dubai

#### Charges Summary

Charge	Amount
Clearance letter Fee	AED 100.0
Knowledge-Innovation Dirhams	AED 20.0
<b>Total Amount</b>	<b>AED 120.0</b>



Complete Payment

#### 14. Click on Confirm to Proceed for the Payment

Thank you for contacting us! Your payment is pending, kindly use the R01249-39616 reference number for future tracking purpose.

Reference No	R01249-39616	Request Status	Payment Pending
		Service	Request Letters and Certificates

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**Confirm Payment**

**Confirm Transaction**

By clicking the confirm button, you are authorizing us to redirect your request for payment of **AED 120** through Dubai E-Government payment site.

➔

License Issu. Authority: Department of Economic Development - Dubai  
License Number: 635901

#### 15. Enter the details and complete the Payment.

Not secure | www.dubaitrade.ae/request-letters-and-certificates-new-request



**Confirm Payment**


**DubaiPay**  
MIDDLE EAST  
LEADING GATEWAY


**Transaction Information**

Service Provider : PCFZC-Customs  
Service : Miscellaneous Settlement  
SP Transaction No : 8155794  
Amount : 120.00 AED

**Payment Method**

☒   Credit Card

☐  EdirhamG2

☐  Direct Debit